



REPORT
of
**CLINTON BOARD OF
EDUCATION**

with
BUDGET for 1939-40

FOREWORD

At the final budget meeting of the Board of Education held September 1, 1939, it was unanimously voted to adopt the 1939-1940 budget as herewith presented and that a comparative study of budgets for the years 1937-1938; 1938-1939, and 1939-1940 be presented in printed form and circularized in a similar manner to the annual Town Report and that every effort be made to get this report into the hands of the voters to assist them in making intelligent study of the same prior to the annual Town Meeting in October.

Your present board consists of:

Rev. James J. Kane	Term expires 1939
Dr. C. Milton Jennings	Term expires 1941
Harold Comstock, Jr.	Term expires 1939
Mrs. William P. Hull	Term expires 1939
Sydney A. Finer	Term expires 1941

George L. Scott, Superintendent of Schools, is executive officer of the Board.

The membership of the board is assigned various committee functions to facilitate its business:

- Rev. James J. Kane, Faculty and Curriculum.
- Dr. C. Milton Jennings, Secretary, Transportation.
- Harold A. Comstock, School Properties.
- Mrs. William P. Hull, Enumeration.
- Sydney A. Finer, Chairman.

The budget committee consists of:

- Dr. C. Milton Jennings.
- Sydney A. Finer.
- George L. Scott

Since October 1938 the Board has held 19 regular meetings in addition to numerous committee meetings.



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Introduction

This budget has been prepared through the cooperative efforts of the Board of Education and the Superintendent of Schools and is hereby presented for the consideration of the taxpayers of the community. It is the feeling of the Board of Education that any well-managed business should plan for its expenditures in a budget which will accurately and honestly inform all who are interested as to the areas in which community funds are being expended, the purposes for which the expenditures are made and the policies governing the approval of the items for which provision is made in the budget. This budget embodies the following purposes:

1. To provide for the Town of Clinton an accurate estimate of the amount of money necessary to provide adequately for our schools.
2. To safeguard our schools through a careful analysis of needs to assure that no important functions or activities are neglected.
3. To provide for the Town of Clinton a means by which taxes to be imposed upon the community may be efficiently estimated.

Attention is called to the care that has been exercised by the Board of Education in regulating its expenditures to keep them within budgetary provisions. The program for planned expenditures through regularly published budgets was inaugurated in our schools in 1936, and has been followed since that time. Because of the absence of such information before that time, the comparative studies which are presented in this budget include only the school years 1937-38, 1938-39, and 1939-40.

The information contained herein has been obtained from the following sources: The Town Reports and the Accounts of the Town Treasurer for previous budgets, expenditures, and incomes, and the Reports of the State Department of Education for Attendance.

A considerable amount of supplementary detail is incorporated in this study in order that the community at large which contributes the major share of school support may be more completely informed with regard to the school system, its wants, needs, and activities.

PART I
SCHOOL REVENUES

NET COST OF THE SCHOOLS			PER PUPIL COSTS		
Year	Ending	Sept.	Year	Ending	Sept.
1938	1939	1940*	1938	1939	1940*
\$32,087.52	\$33,887.45	\$33,387.67	\$ 106.60	\$ 112.96	\$ 105.99

*Anticipated.

The figures in the above columns represent the actual cost of the schools in tax-payer money after all school incomes have been deducted.

INCOME STATISTICS
Year Ending September 1938

State Grants for Education	\$ 3,738.38
Town Deposit Fund	80.24
Town School Fund	17.09
Bequests, Rebates, Fees, etc.	
Telephone Tolls	\$.70
Refund Holmerden Co.	9.00
Sale of Stove	3.00

Total Unassessed Income	\$ 12.70

Total Unassessed Income	\$ 3,848.41
Expended for the School Year 1937-1938	\$ 35,935.93
Unassessed Income 1937-1938	3,848.41
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Net Cost to the Tax-Payers 1937-1938	\$ 32,087.52

ENROLLMENT STATISTICS

From State Report—Condition of the Public Schools Part II.	
Free Public Education Provided in the Clinton Grammar School	224
Free Public Education Provided in the Morgan High School	76
Free Public Education Provided in the Middletown Trade School	1
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Total Enrollment 1937-1938	301
Net Cost Per Pupil to the Taxpayers	\$ 106.60

INCOME STATISTICS
Year Ending September 1939

State Grants For Education	\$ 3,886.31
Town Deposit Fund	80.24
Town School Fund	17.09
Bequests, Rebates, Fees, etc.	
Rebate Eliot Insurance Agency	25.45
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Total Unassessed Income	\$ 4,009.09
Expended for the School Year 1938-1939	\$ 37,742.59
Unassessed Income 1938-1939	4,009.09
Net Cost to the Tax Payers 1938-1939	\$ 33,733.50

ENROLLMENT STATISTICS

(From State Report—Condition of Public Schools Part II)	
Free Public Education provided in the Clinton Grammar School.....	225
Free Public Education Provided in the Morgan High School	74
Free Public Education Provided in the Middletown Trade School	1

Total Enrollment 1938-1939	300
Net Cost Per Pupil to the Tax-Payers	\$112.45

INCOME STATISTICS**Anticipated For Year Ending September, 1940**

State Grants For Education	\$ 3,500.00
Town Deposit Fund	80.24
Town School Fund	17.09
Bequests, Rebates, Fees, etc.	15.00
Total Unassessed Income	\$ 3,612.33

Total Amount Budgeted for 1939-1940	\$ 36,600.50
Total Estimated Unassessed Income	3,612.33

Estimated Net Cost of the Schools to the Tax Payers	\$ 32,988.17
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ENROLLMENT STATISTICS

Total Estimated Enrollment for School Year 1939-1940	315
Estimated Net Cost Per Pupil to the Tax Payers 1939-1940	\$ 104.72

PART II.**ANALYSIS OF THE BUDGET****I. GENERAL CONTROL**

Item	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
Board of Education			
Salary of the Secretary	\$ 200.00	\$ 200.00	\$ 200.00
Office Expenses	25.00	25.00	85.00
Superintendent of Schools			
Salary of the Superintendent ...	\$ 500.00	\$ 500.00	\$ 750.00
Office Expenses	50.00	50.00	25.00
Total General Control	\$ 775.00	\$ 775.00	\$ 1,060.00

Distribution of Expenditure

	Expended 1937-38	Expended 1938-39	Expended 1939-40
Board of Education			
Salary of the Secretary	\$ 200.00	\$ 200.00	\$ 200.00
Office Expense	15.42	42.09	85.00
Superintendent of Schools			
Salary of the Superintendent ...	500.00	500.00	750.00
Office Expenses	22.50	22.25	25.00
Total General Control	\$ 737.92	\$ 764.34	\$ 1,060.00

CLINTON PUBLIC SCHOOLS

Budget For 1939-40

The two major items in the General Control Account, the salaries of the Secretary of the Board of Education and the Superintendent of Schools are fixed charges for which provision is regularly made in the budget.

Two necessary expenditures in 1938-1939:

Adkins Printing Company for a School Ledger	\$16.36
Shaw-Walker for Folders for the Board Files	11.38
Total	\$27.74

increased the expenses of the Secretary of the Board of Education by \$27.74 beyond the amount normally anticipated. The sum of \$65.00 was added to the account of the office of the Board of Education for 1939-1940 to permit the printing and distribution of a complete school report.

II. DEPARTMENT OF INSTRUCTION

Item	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
Principal of the Elementary School			
Salary of the Principal	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
Office Expenses			15.00
Salaries of Teachers	9,500.00	9,750.00	10,050.00
Adult Education			
Salary of the Director	100.00	100.00	100.00
Textbooks			
Clinton Grammar School	376.00	420.00	450.00
Morgan High School	464.00	420.00	350.00
Instructional Supplies			
Clinton Grammar School	198.00	198.00	350.00
Morgan High School	129.00	129.00	200.00
Other Supplies and Expenses			
Clinton Grammar School	175.00	175.00	50.00
Total Department of Instruction	\$ 12,592.00	\$ 12,842.00	\$ 13,215.00

Distribution of Expenditures

	Expended 1937-38	Expended 1938-39	Budgeted 1939-40
Principal of the Elementary School			
Salary of the Principal	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
Office Expenses	15.16	10.70	15.00
Salaries of the Teachers	9,500.00	10,400.00	10,050.00
Adult Education			
Salary of the Director	100.00	100.00	100.00
Textbooks			
Clinton Grammar School	435.28	351.97	450.00
Morgan High School	544.63	263.17	350.00
Instructional Supplies			
Clinton Grammar School	531.31	345.42	350.00
Morgan High School	60.26	158.79	200.00
Other Supplies and Expenses			
Clinton Grammar School	49.20	36.76	50.00
Total Department of Instruction	\$ 12,885.84	\$ 13,316.81	\$ 13,215.00

The budgetary necessities of the Department of Instruction are, to a large extent, fixed by two major salary items, the Principal and the Teachers of the Elementary School. It has been the policy of the Board of Education to provide annual increments of \$50 per annum for each teacher retained on the staff, up to a maximum of \$1,250. An additional increment of \$50 becomes available for the teachers who are at maximum who present satisfactory credentials for summer graduate study. In the summer of 1937, two teachers availed themselves of this opportunity. The number of teachers who remain on our staff from year to year and receive increments will cause some variation in the budget for salaries. Two items greatly affected the expenditures for salaries in 1938-1939:

Salary of the Kindergarten Teacher (January to June)	\$450.00
Meritorious Service Increment to Florence Dibbell	200.00

Total \$650.00

Through the utilization of the Kindergarten Teacher, whose classes are of half-day duration, as the Special Assisting Teacher, it has been possible to eliminate the full-time Special Assisting Teacher and thereby reduce the budgetary needs for 1939-40 to \$10,050.00 or \$350 less than the amount expended in 1938-1939, without impairing the efficiency of the staff.

Instructional supplies include paper, pencils, ink, athletic and manual training supplies. Graduation expenses account largely for the other supplies and expenses of instruction.

III. OPERATION OF THE SCHOOL PLANT

Item	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
Salaries of Janitors			
Clinton Grammar School	\$ 1,450.00	\$ 1,450.00	\$ 1,450.00
Auditorium Supervision	100.00	100.00	100.00
Special Assistance		50.00	50.00
Adult Education	50.00	50.00	40.00
Fuel	1,000.00	1,000.00	1,000.00
Water	50.00	50.00	50.00
Lights and Power	250.00	250.00	475.00
Telephone	50.00	50.00	60.00
Other Operating Expenses	350.00	350.00	400.00
Total Operation of the Plant	\$ 3,300.00	\$ 3,350.00	\$ 3,625.00

Distribution of Expenditures

Item	Expended 1937-38	Expended 1938-39	Budgeted 1939-40
Salaries of Janitors			
Clinton Grammar School	\$ 1,541.37	\$ 1,450.00	\$ 1,450.00
Auditorium Supervision	100.00	100.00	100.00
Special Assistance		50.00	50.00
Adult Education	46.00	36.00	40.00
Fuel	1,195.38	776.23	1,000.00
Water	44.69	45.13	50.00
Lights and Power	377.79	456.44	475.00
Telephone	58.23	68.25	60.00
Other Operating Expenses	249.27	418.30	400.00
Total Operation of the Plant	\$ 3,612.73	\$ 3,400.35	\$ 3,625.00

Although \$1,541.37 was paid to the janitor of the Grammar School in salary in 1937-1938, the actual salary of the janitor for the year was \$1,450.00. The balance represents an increment given by the Board of Education during the year to provide for auditorium supervision together with some salary due and paid in September for work completed during the previous month. Before a salary provision for auditorium supervision was made, adult and other groups who wished to make use of the auditorium had been charged a fee for such use. In adopting the new program the Board of Education wished to make the auditorium available for adult gymnasium purposes without charge.

Increased use of the building by adult groups at night has tended to increase slightly the light and water costs. The increase appears negligible, however, in comparison with the number of men who have had an opportunity for healthful, enjoyable recreation.

Janitorial supplies comprise the charges under the heading "Other Operating Expenses."

IV. MAINTENANCE OF THE SCHOOL PLANT

Item	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
Repairs by Contract	\$ 15.00	\$ 15.00	\$ 300.00
Other Expenses of Maintenance ...	200.00	200.00	100.00
Total Maintenance of the Plant ...	\$ 215.00	\$ 215.00	\$ 400.00

Distribution of Expenditures

Item	Expended 1937-38	Expended 1938-39	Budgeted 1939-40
Repairs by Contract	\$ 204.45	\$ 497.16	\$ 300.00
Other Expenses of Maintenance ...	85.52	39.22	100.00
Total Maintenance of the Plant ...	\$ 289.97	\$ 536.38	\$ 400.00

In 1937-1938 repairs to water bubblers, installation of tile, repairs to the auditorium floor and installation of metal threshold strips constituted the major repairs done under contract. The recent hurricane greatly increased necessary repairs in 1938-1939 which included caulking and waterproofing doors and windows, repairs on the slate roof, water-proofing concrete roof slabs, and removing a tree from the roof of the building. A continuous contract is granted to the Standard Electric Time Clock Co. for repairs to the electric clocks. Minor repairs made throughout the year by the janitor are grouped under "Other Expenses of Maintenance." Although no contractual repairs are immediately contemplated, adequate maintenance of the school property is sound economy. Provision for this must therefore be made.

V. AUXILIARY AGENCIES AND COORDINATE ACTIVITIES

Item	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
School Library	\$ 30.00	\$ 30.00	\$ 30.00
Health Service			
Salaries Health Service			
School Doctor	75.00	75.00	50.00
School Dentist	50.00	50.00	40.00
School Nurse	500.00	500.00	
Supplies and Expenses	300.00	300.00	200.00
Transportation			
Salary of Driver of Town Bus ..	700.00	700.00	510.00
Special Drivers			100.00

Operating Expense of Town Bus	500.00	1,100.00	850.00
Contract School Bus	1,800.00	1,8000.00	1,890.00
Trade School	100.00	100.00	250.00
Vocational Agriculture			100.00
Attendance Enforcement and Enumeration	28.00	30.00	30.00
Tuition			
Morgan High School	13,100.00	15,600.00	13,490.00
Vocational Agriculture	100.00	100.00	100.00
Total Auxiliary Agencies	\$ 17,283.00	\$ 20,385.00	\$ 17,640.00

Distribution of Expenditures

Item	Expended 1937-38	Expended 1938-39	Budgeted 1939-40
School Library	\$ 28.65	\$ 42.26	\$ 30.00
Health Service			
Salaries of Health Service			
School Doctor	50.00	50.00	50.00
School Dentist	40.00	37.50	40.00
School Nurse	500.00	500.00	
Supplies and Expenses	168.65	102.76	200.00
Transportation			
Salary of Driver of Town Bus	700.00	315.00	510.00
Special Drivers	101.25	184.00	100.00
Operating Expenses of Town Bus	845.76	1,018.34	450.00
Contract School Bus	1,838.00	1,898.50	1,890.50
Trade School	105.00	120.00	250.00
Vocational Agriculture	3.00		100.00
Attendance Enforcement and Enumeration	27.70	28.40	30.00
Tuition			
Morgan High School	13,100.00	14,599.98	13,490.00
Vocational Agriculture	25.00		100.00
Total Auxiliary Agencies	\$ 17,533.01	\$ 18,986.74	\$ 17,240.50

The School Library item is fixed by the requirement of the State Department of Education that \$30 shall be expended for library books before eligibility for the State Library Grant can be established.

The most significant change in the budget for the Health Service lies in the elimination of a salary for the School Nurse. At the Annual Town Meeting last fall the entire budget of the Board of Education, including the salary of the School Nurse, was adopted, and at the same time, a motion which provided a complete grant for the Public Health Nursing As-

sociation, including also the entire salary for the Nurse, was approved. Thereby, provision was made a second time for that part of the salary of the Nurse which had regularly been included in the Budget of the Board of Education. In order that similar confusion may be avoided in the future this item has been eliminated from the School Budget. Supplies and Expenses of the Health Service include Nursing Supplies, and equipment used in the schools, together with milk for indigent children.

Two factors entirely beyond the control of the Board of Education have caused an increase in the cost of transportation. In the first place, an unexpectedly large number of children who were entitled to transportation to school, necessitated that an additional route be arranged for the contract bus. Secondly, street and highway hazards following the hurricane made it advisable to arrange to transport practically all children who live at some distance from the school. During the year 1938-1939 an agreement was arrived at cooperatively between the Board of Selectmen and the Board of Education whereby the Town of Clinton assumed the responsibility for reimbursing the Board of Education for special driver costs which were necessitated when unforeseen duties prevented the regular driver from operating the town bus. The Budget for 1939-1940 shows that a further change has been made in the arrangements for transportation. Recent action by the Police Commissioners has made it necessary for Horace Andrews to devote all of his time to police work. Housing and operating the Town Bus was let out to bids and a contract awarded as indicated in the budget. In comparing costs of the various types of transportation it should be kept in mind that no depreciation charges on the Town Bus are carried in the budget.

A considerable variation will be noted between the amount budgeted in 1938-1939 for the Morgan High School and the figure for 1937-1938. Acting upon the advice of the Board of Education, \$2,500 was added by the Board of Trustees, in order that some very necessary repairs and alterations might be made to the Morgan building. There is also a difference of \$1,000 between the amount budgeted in 1938-1939 for the Morgan School and the amount actually expended during the year. This difference is due to action taken by the Board of Trustees of the Morgan School reducing the tuition charges to the Town of Clinton when it became apparent that the income from out-of-town students would exceed the income anticipated from this source. Elimination from the Morgan School budget of the major portion of the repair item has made it possible for the Board of Trustees to reduce the secondary school charges to \$13,490.00 for 1939-1940.

An additional student in attendance at the Middletown Trade School accounts for the increase in the allotment for Vocational Education Transportation. Since one pupil has announced the intention to study Vocational Agriculture, provision is made in the budget for the tuition and transportation involved.

VI. FIXED CHARGES

Item	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
Insurance	\$ 231.00	\$ 231.00	\$ 360.00
Total Fixed Charges	\$ 231.00	\$ 231.00	\$ 360.00

Distribution of Expenditures

Item	Expended 1937-38	Expended 1938-39	Budgeted 1939-40
Insurance	\$ 216.52	\$ 210.27	\$ 360.00
Total Fixed Charges	\$ 216.52	\$ 210.27	\$ 360.00

During the past three years the insurance policies carried by the Clinton Board of Education to cover Fire, Bus Liability, etc., have been rearranged to take advantage of preferred rates for three year coverage. As a result of this policy, the insurance costs will not vary greatly from year to year. During the year a considerable amount of study has been devoted to liability insurance. Action taken by other schools in the state together with advice from the State Board of Education establishes as a necessity that Boards of Education should carry policies protecting the schools when injuries to children in the building or on the grounds are involved. Provision is made in the budget for this protection.

VII. CAPITAL OUTLAY

Item	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
New Buildings and Additions			\$ 350.00
New Equipment	650.00		350.00
Alterations			
Total Capital Outlay	\$ 650.00		\$ 700.00
Distribution of Expenditures			
New Buildings and Additions		\$ 100.00	\$ 350.00
New Equipment	\$ 621.83	181.65	350.00
Alterations		336.05	
Total Expenditures	\$ 621.83	\$ 617.70	\$ 700.00

The major items of new equipment in 1937-1938 were playground apparatus and one half the cost of a power lawn mower, the balance of which was carried by the Morgan School. In 1938-1939, in order that definite information might be secured with regard to the renovation of the Morgan Building the services of a competent architect were secured at a

cost of \$100. Expenses listed under New Equipment and Alterations were made necessary when the Kindergarten was added to the program of the Clinton Grammar School. In the budget for 1939-1940, an item of \$350.00 appears under New Buildings and Additions. This amount is being carried to reimburse the members of the Clinton Schools Survey Committee for their expenses in making the survey and the printing of their report. The new equipment for 1939-1940 includes new lavatory equipment, clock, bell and intra-school telephone service for the kindergarten room and the installation of a new electric clock generator.

VIII. MISCELLANEOUS

Item	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
Miscellaneous	\$ 70.00	\$ 70.00	
Total Miscellaneous	\$ 70.00	\$ 70.00	

Distribution of Expenditures

Item	Expended 1937-38	Expended 1938-39	Expended 1939-40
Miscellaneous	\$ 38.11		
Total Miscellaneous	\$ 38.11		

The miscellaneous item has been eliminated from the budget. It is the belief of the Board of Education that the regular headings of the budget make adequate provision for all items of expenditure and that greater understanding of educational costs is promoted when definite accounting is made for all expenditures.

SUMMARY AND TOTALS

	Budgeted 1937-38	Budgeted 1938-39	Budgeted 1939-40
General Control	\$ 775.00	\$ 775.00	\$ 1,060.00
Department of Instruction	12,592.00	12,842.00	13,215.00
Operation of the School Plant	3,300.00	3,350.00	3,625.00
Maintenance of the School Plant	215.00	215.00	400.00
Auxiliary Agencies and Coordinate Activities	17,283.00	20,385.00	17,240.50
Fixed Charges	231.00	231.00	360.00
Capital Outlays	650.00		700.00
Miscellaneous	70.00	70.00	
Total Budget	\$ 35,116.00	\$ 37,868.00	\$ 36,600.50

SUMMARY AND TOTALS

	Expended 1937-38	Expended 1938-39	Budgeted 1939-40
General Control	\$ 737.92	\$ 764.34	\$ 1,060.00
Department of Installation	12,885.84	13,316.81	13,215.00
Operation of the School Plant	3,612.73	3,400.35	3,625.00
Maintenance of the School Plant	289.97	536.38	400.00
Auxiliary Agencies and Coordinate Activities	17,533.01	18,896.74	17,240.50
Fixed Charges	216.52	210.27	360.00
Capital Outlays	621.83	617.70	700.00
Miscellaneous	38.11		
Total Expenditures	\$ 35,935.93	\$ 37,742.59	\$ 36,600.50

Approved by vote of the Board of Education September 1, 1939.





